

**MINUTES**  
**TRANSPORTATION ASSET MANAGEMENT COUNCIL**  
**November 5<sup>th</sup>, 2003**  
**Road Commission for Oakland County**  
**2200 Campus Drive**  
**Waterford, Michigan**

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

**Present**

Carmine Palombo, Chairman  
Kirk Steudle, Member  
Aaron Hopper, Member  
John Kolessar, Member  
Pat Lockwood, Commission Advisor

Thomas Wieczorek, Vice Chairman  
Steve Warren, Member  
Bill McEntee, Member  
Susan Mortel, Member

**Absent**

John Elsinga, Member  
Richard Deuell, Member

**Staff Present**

Rick Lilly, Bureau of Transportation Planning  
Rob Surber, Center for Geographic Information  
Ron Vibbert, Bureau of Transportation Planning  
Meghann Rauscher, Bureau of Transportation Planning

**Call to Order**

Chairman Palombo called the meeting to order at 1:10PM.

**Approval of the October 8<sup>th</sup>, 2003 Council Minutes**

Vice Chair Wieczorek moved for the approval of the September 3<sup>rd</sup>, 2003, meeting minutes, and was supported by Mr. McEntee. The minutes were unanimously approved as submitted.

**Correspondence and Announcements**

Ms. Lockwood announced that at the last State Transportation Commission meeting held in Traverse City they adopted a new resolution, 2003-4. This resolution delegates policy to decide relocation assistance appeals to the Director of M-DOT.

Also, Ms. Lockwood noted that the November 12<sup>th</sup> workshop on pavement conditions has been cancelled, however the meeting will still be held on November 19<sup>th</sup> as previously scheduled. The workshop will begin at 2:00pm at the Aeronautics building. The State Transportation Commission meeting will be held the following day.

Mr. Steudle also mentioned that the Commission has expressed interest in having the Council members attend the monthly Commission meetings and workshops. Mr.

Steudle continued saying that the Commission members are very interested in the PASER data collection process and are eager to hear any comments. Mr. Palombo suggested planning to have a presentation of the process at one of the upcoming meetings. Mr. Lilly agreed and recommended having a presentation prepared for the April meeting to tie in with the Annual Report which is due on May 2<sup>nd</sup>. Mr. Palombo also suggested creating the presentation in a “canned” format so that we can make this presentation to others who are interested. The Council further agreed to have the presentation at the Commission’s April 29<sup>th</sup> meeting, and possibly have our regular monthly meeting after the Commission meeting on that same date (jointly or separately). There was no formal motion made to change the schedule, the Council decided to wait to see if any other dates or locations will need to be changed. Mr. Lilly noted that we will be discussing dates and locations later on today’s agenda.

Next, Mr. Steudle updated the Council that there are approximately 250 persons signed up for the Transportation Summit to be held on December 2<sup>nd</sup> and December 3<sup>rd</sup> in Lansing. Mr. Steudle said he expects 450 to 500 participants.

### **Monthly and Quarterly Reports**

Mr. Lilly updated the Council that all of the billings have only been completed through the third week in September, and we therefore do not have any year end numbers at this time.

Mr. Lilly continued stating that the Multi-Year Program was to be published by October 1<sup>st</sup>, and some questions regarding reporting the information caused a delay. Mr. Lilly noted that we have received projects from most of the local planning agencies, MPO’s and M-DOT. We do not have reports from Region 2 (Region II Planning Commission) and Region 7 (East Central Michigan Planning and Development Regional Commission). Mr. Lilly also mentioned that some of the reports have been received in different formats, and do not include all of the information that we asked for. We will be working on putting them together in a single database as best we can. We will then look at the information and determine what the best way to format and carry out this task in the coming years. Mr. Lilly said the intent of the Multi-Year Program is to have somewhat of an investment report to look at our current and future investments, and what the resulting condition of the road should be.

### **Update on Data Collection**

Mr. Lilly updated the council that we are having some difficulties in Region 7. In Region 7 there is only one individual able to work on this project, and there are a total of 11 counties to cover. Gil Chesbro has asked the Council to assist him in asking the help of the MPO’s to assist data collection in Midland and Isabella counties to take some of the burden off of the Region. The second area we are having a problem in is Hillsdale County, where there was a small scheduling conflict so the collection will be pushed back one week.

Mr. Lilly announced that the collection process, for the most part, is on schedule and will be wrapped up by the end of the year. We are on track and there have been no other

incidences. Mr. Lilly also stated that at the January meeting we will provide a summary of the entire collection process, to include: reports, comments, and the data.

Mr. McEntee stated that he has started to do some analysis with the data that was collected in his area. He mentioned that he was able to do several different analyses with the data and it looked very good. Mr. Lilly reminded the council that the data cannot be separated into the three categories, “good, fair and poor”.

Mr. Palombo also notified the Council that the GPS unit was not able to be used in downtown Detroit because of the tall buildings. Mr. Palombo suggested investigating the possibility of using other GPS units.

The council members suggested getting a list of the names of all who were involved to recognize and give thanks after the data collection efforts are over.

### **2004 Committee Dates & Council Meeting Locations**

Mr. Lilly initiated the conversation reminding the council that we had previously decided to try to schedule the committee meetings on the same day as the council meetings. If we agree to this method, the committee meetings would take place in the morning (of the day of the scheduled council meeting) – the Data Committee and Strategic Committee would meet at separate times to allow all members to attend. Mr. Vibbert would run the Data Committee meetings as Mr. Lilly would attend the Administrative Committee meeting (being held at the same time), the Strategic Committee meeting would follow (or in a similar manner). Mr. Lilly asked for any comments, or conflicts in scheduling meetings in this manner. Mr. Kolessar reminded the Council that we will need to keep in mind what tasks will need to get done a month earlier so we can meet our deadlines. Mr. Palombo agreed and suggested looking ahead so we can plan accordingly. Mr. Warren also mentioned that setting up the meetings in this way does not preclude us from scheduling additional committee meetings if necessary. Mr. Palombo asked that we try to schedule the meetings in this way on a trial basis.

Mr. Lilly reminded the Council that the December 10<sup>th</sup> meeting will begin at 9:00am. If any of the Council members need to stay overnight to make the 9:00am start time the council will cover any expenses.

Mr. Steudle announced that the Transportation Commission has decided that because of budgetary issues they have moved all of their meetings back to Lansing. Mr. Steudle suggested that the Council follow in the same suit as to avoid any problems in funding for travel. Mr. Palombo agreed, unless there is any unforeseen circumstances that require us to travel. Mr. Lilly said that we have already reserved the meeting room at Aeronautics for each meeting day next year.

### **Discussion on Memorandum of Agreement with Center for Geographic Information**

Mr. Lilly announced that the Data Committee met with the Center for Geographic Information (CGI) and went through the list of activities that formed the basis of Section 3 of the agreement. Mr. Lilly noted that staff members have begun the internal reviews

that are necessary with Commission Audit and the Attorney General's office. Mr. Steudle noted that an issue was raised during these meetings as to which agencies were authorized to sign the contracts. Therefore, the contract agreements will be through M-DOT and M-DIT. Furthermore, Mr. Steudle suggested having the Data Committee as the overseer of the contract. If there are any changes or recommendations, the Data Committee will approve them.

Mr. Lilly also mentioned that the \$100,000 cap for each of the three years was questioned. The \$100,000 amount comes from our budget, and amendments can be made to this amount. All bills will be taken to the Data Committee to determine when and if the amount needs to be amended. Ms. Mortel asked if we could possibly leave out the dollar amount and attach it to the work plan, so it can be more readily amended if necessary. Mr. Lilly suggested that CGI submit a yearly work plan and budget to the Council with a dollar amount included. Mr. Surber of CGI assured the Council that the submittal of work plan is feasible.

The third issue with the contract is the three year term limit and the 30 day notification required to terminate the contract. Mr. Lilly asked if the contract is terminated, who owns the data and where does it go? There is no language to this effect contained in the contract.

#### **Amendments:**

1. Ms. Mortel suggested on page 3 section B item 2, CGI's budget will be attached to a work plan and submit a budget based on that work plan.
2. Mr. Deuell submitted an e-mail requesting that one of CGI's responsibilities to make all of the data available on their website.
3. Add a section dealing with intellectual property rights and ownership of the data.
4. Change the 30 day notification of termination of contract to 90 days to allow us time to find a suitable replacement.

Vice Chair Wieczorek suggested that we also add that staff members have the right to negotiate and make revisions with the attorney's unless it is of such a significant nature that it will change the direction of the Council.

#### **Motions:**

Vice Chair Wieczorek moved for the approval of the contract with amendments, Mr. Warren supported that motion. The motion was unanimously approved.

Vice Chair Wieczorek moved for the approval to designate the Data Committee to be the oversight on this contract. The motion was supported by Ms. Mortel and unanimously approved.

The third motion made by Vice Chair Wieczorek to select CGI as our data agency and invite them to be at our December meeting was supported by Mr. McEntee. This motion was unanimously approved.

### **Adjournment and Final Comments**

Chairman Palombo asked for public comment. Mr. Surber asked when the proposed work plan from CGI would be needed, Ms. Mortel replied stating that at the December meeting they would discuss the specifics.

The meeting was adjourned at 3:25pm.

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Commission Advisor